

## **TOWN BOARD**

The Town Board, Town of Highlands, held a Re-Organization and Regular meeting on Monday, January 9, 2012 at Town Hall, 254 Main St, Highland Falls at 7:00pm.

PRESENT:	Mervin R. Livsey	----	Supervisor
	William Edsall	----	Council Member
	James Stradley	----	Council Member
	June Gunza	----	Council Member
	Holly Gokey	----	Council Member

Supervisor Livsey opened the meeting at 7pm.

Supervisor Livsey welcomed everyone in attendance and recognized the newly elected Board members and the returning Board members.

### **OATHS OF OFFICE**

Supervisor Livsey said that all the elected officials have taken their Oath with Justice Donaldson.

### **INSURANCE**

Supervisor Livsey said the Town's insurance, which will expire on January 12, is being renewed.

Council Member Gokey said the insurance will be renewed and the Town is just waiting on a proposal for additional insurance for the Recreation programs.

### **VACANCIES**

Supervisor Livsey stated that there is an opening for a Building Inspector in the Town. The Supervisor said that there are 14 applications and Mr. Hager will be going through them to remove any unqualified applicants before reviewing them with the Supervisor, Council Member Gokey and someone from the Village.

### **APPOINTMENTS**

Supervisor Livsey said he has not received any requests for reappointment from the Engineer or the Historian. The Supervisor said that Orange County Department of Health will be our Health Officer.

**1 Year Appointments:**

Council Member Edsall made a motion seconded by Council Member Stradley to appoint Rider, Weiner & Frankel as **Attorney's for the Town**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Council Member Edsall made a motion seconded by Council Member Gunza to appoint John Hager as **Sewer Inspector**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Council Member Gokey made a motion seconded by Council Member Stradley to appoint Doug Willis as **Deputy Sewer Inspector**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Supervisor Livsey made a motion seconded by Council Member Edsall to appoint Jerry Nasi as the **Dog Control Officer**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Supervisor Livsey made a motion seconded by Council Member Edsall to appoint Ralph Montellese as the **Deputy Dog Control Officer**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Supervisor Livsey made a motion seconded by Council Member Gokey to appoint Kelly Blauvelt as the **Budget Officer**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Council Member Stradley made a motion seconded by Council Member Gokey to appoint Patricia Pfeister as the **Disaster Action Plan Administrator**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

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Council Member Gunza made a motion seconded by Council Member Gokey to appoint Christina Stradley as the **Purchasing Agent**.

**MOTION CARRIED: 4-ayes (Livsey, Gokey, Edsall, Gunza)**  
**0-nays**  
**1-abstention (Stradley)**

### 2 Year Appointments:

Council Member Gunza made a motion seconded by Council Member Stradley to appoint Anthony Squicciarini as the **Highway Superintendent**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Supervisor Livsey made a motion seconded by Council Member Gokey to appoint Kelly Blauvelt as the **Comptroller**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Supervisor Livsey made a motion seconded by Council Member Gunza to appoint June Patterson as the **Registrar**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Council Member Stradley made a motion seconded by Council Member Gokey to appoint Lesley Peterson as the **Deputy Town Clerk & Deputy Registrar**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

### 5 Year Appointment:

Council Member Edsall made a motion seconded by Council Member Gokey to appoint John Hunter to the **Planning Board**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

### 6 Year Appointment:

Supervisor Livsey announced that the Village has appointed Jeff Gathers to the **Recreation Commission**.

**7 Year Appointment:**

Council Member Gokey made a motion seconded by Council Member Stradley to appoint David Weyant to the **Consolidated Zoning Board of Appeals**.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

**SALARY SCHEDULE**

Council Member Stradley made a motion seconded by Council Member Edsall to adopt the Salary Schedule as provided by the Comptroller.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Supervisor Livsey said that instead of putting the question of the raises to a vote in a Special Election which will cost the Town \$7,000, he will be putting it on the November General Election ballot. The Supervisor stated that he will be refusing the \$15,000 raise which will save the Town.

**EMPLOYEE BENEFITS**

Supervisor Livsey said the Employee Handbook needs to be reviewed and updated and said he will be asking for a Town Board member to spearhead this project.

**MILEAGE**

Council Member Edsall made a motion seconded by Council Member Gunza to set the mileage reimbursement at 55.5 cents per mile.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

**2012 HOLIDAY SCHEDULE**

Supervisor Livsey read the holiday schedule.

Council Member Stradley made a motion seconded by Council Member Gokey to approve the 2012 Holiday Schedule.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

## **TOWN BOARD**

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### **TOWN BOARD**

Supervisor Livsey said the Town Board meetings will be run according to Roberts Rules of Order.

Supervisor Livsey said the Town Board meetings will be held the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 7:00pm. The Supervisor stated that all regular meetings will be televised and any special meetings and budget sessions will be televised as necessary.

Supervisor Livsey said that the Supervisor is a member of the Town Board and he is the Chief Fiscal Officer and Treasurer for the Town.

Supervisor Livsey appointed Council Member Edsall as the Deputy Supervisor.

Supervisor Livsey made the Committee appointments for 2012. (See attached list)

### **OFFICIAL NEWSPAPER**

Supervisor Livsey made a motion seconded by Council Member Edsall to not name an official newspaper, but to choose either the News of the Highlands or the Times Herald Record on a case by case basis.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

### **POLICE COMMISSIONER**

Council Member Edsall made a motion seconded by Council Member Stradley to appoint Council Member Gunza to the position of Police Commissioner.

**MOTION CARRIED: 4-ayes (Gokey, Edsall, Stradley, Gunza)**  
**0-nays**  
**1-abstain (Livsey)**

### **MARRIAGE OFFICER**

Council Member Edsall made a motion seconded by Council Member Stradley to appoint Supervisor Livsey to the position of Marriage Officer.

**MOTION CARRIED: 4-ayes (Gokey, Edsall, Stradley, Gunza)**  
**0-nays**  
**1-abstain (Livsey)**

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### **CAMERA OPERATOR**

Council Member Edsall made a motion seconded by Council Member Stradley to appoint Tierney Scott to the position of Camera Operator. Ms. Scott will be responsible for setting up the room, working the camera during the meeting and putting the room back to its original state after the meeting. Ms. Scott will work at the pleasure of the Board for an indefinite term and will be paid \$50 per meeting.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)  
0-nays**

### **DEPOSITORIES**

Supervisor Livsey said the depositories for the Town will be Class, Chase and HSBC.

### **PETTY CASH FUNDS**

Supervisor Livsey said the following departments have petty cash funds: Town Clerk - \$100, Recreation - \$100, Police Department - \$100 and the Court Clerks - \$200 each.

### **ACCOUNTING DUTIES**

Supervisor Livsey said the Accounting Duties will be handled by Kelly Blauvelt.

### **COMPETITIVE BIDS**

Supervisor Livsey said Competitive Bids will be opened publicly by the Supervisor and Town Clerk or their respective deputies.

### **AUDIT**

Council Member Gokey made a motion seconded by Council Member Stradley to appoint Vanacore to do the Town's 2011 audit.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)  
0-nays**

### **CONTRACTS**

Supervisor Livsey said that the Town Board has been provided a list of the current contracts.

**ASSOCIATION OF TOWNS**

Supervisor Livsey appointed Council Member Stradley as the Voting Delegate and Council Member Gokey as the Alternate.

**\*\*\*\* REGULAR MEETING \*\*\*\***

Supervisor Livsey opened the Regular meeting at 7:25pm.

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

Council Member Edsall made a motion seconded by Council Member Gokey to approve the minutes from November 22 & 28, December 12, 19, 22 & 27 2011.

**MOTION DEFEATED: 2-ayes (Gokey, Edsall)**

**0-nays**

**3-abstentions (Livsey, Stradley, Gunza)**

**COMMUNICATIONS**

Supervisor Livsey informed everyone that there was a funeral on West Point today and the cannons were fired.

Supervisor Livsey said that he has received a letter from Bunyan & Baumgartner asking if the Town wants them to continue mediating the PBA contract. The Supervisor asked the Police Commissioner and one more person to represent the Town during mediation.

Supervisor Livsey said, in the Collective Bargaining Agreement, it states that the Town will pay employees \$250 for certain licenses/certifications for Town business. The Supervisor would like the Board to approve paying for Chris Dean's water license and Rick Jersey's pesticide and NYS Inspection licenses. The Supervisor said this has been done in the past.

Council Member Edsall made a motion seconded by Council Member Stradley to pay the set amount for the licenses for Chris Dean and Rick Jersey.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**

**0-nays**

**FINANCIAL REPORTS, REQUESTS & RESOLUTIONS**

Procurement Policy Guidelines

Mr. Rider recommended that the Town update their Procurement Policy which will be done by a Local Law.

Council Member Edsall made a motion seconded by Council Member Stradley to adopt the resolution to Introduce and Schedule a Public Hearing to receive public comments concerning the enactment of a Local Law amending Chapter 35 entitled "Procurement Policy" of the Code of the Town of Highlands. The public hearing will be held on Monday, February 13, 2012 at 7:00pm.

**RESOLUTION ADOPTED: 4-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)  
0-nays**

**\*\*\*\*RESOLUTION ATTACHED\*\*\*\***

Capital Assets Policy

Mr. Rider said that Vanacore has recommended that the Town update their Capital Asset Policy.

Council Member Gokey made a motion seconded by Council Member Gunza to approve the resolution adopting a Capital Asset Policy for the Town of Highlands.

**RESOLUTION ADOPTED: 4-ayes (Livsey, Gokey, Stradley, Gunza)  
1-nays (Edsall)**

**\*\*\*\*RESOLUTION ATTACHED\*\*\*\***

Employee Handbook Amendment

Supervisor Livsey said the "Expense Reimbursement" section in the Employee Handbook needs to be amended as follows: 1) If there is public transportation offered, there will be no reimbursement for parking; and 2) Meals will be reimbursed up to \$50 per day with receipts and there will be no reimbursement for alcoholic beverages.

Council Member Edsall made a motion seconded by Council Member Gunza to amend the Employee Handbook as outlined by the Supervisor.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)  
0-nays**



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### VANACORE ENGAGEMENT LETTER

Supervisor Livsey needs the Board to authorize him to sign the engagement letter for Vanacore so they can begin the 2011 audit.

Council Member Gokey made a motion seconded by Council Member Edsall to authorize the Supervisor to sign the engagement letter with Vanacore.

**MOTION CARRIED: 5-eyes (Livsey, Gokey, Edsall, Stradley, Gunza)  
0-nays**

### BOARD LIAISON & DEPARTMENT HEAD REPORTS

#### Council Member Edsall:

Council Member Edsall spoke to Doug Willis and he will be getting together with him to look at the distribution system.

#### Council Member Stradley:

Council Member Stradley has spoken to Highway Supt. Squicciarini about the Weyant Road and Krieger Road projects. He has spoken to Ms. Solan about the Dial-A-Bus and he will be working with Ms. Blauvelt to set up an Ethics Committee.

#### Council Member Gunza:

Council Member Gunza stated that the Ambulance Corps had a record of 604 calls in 2011 and that they are doing a great job. Ms. Gunza also has a letter commending Officer Maurice for helping a motorist.

#### Council Member Gokey:

Council Member Gokey met with the insurance agent and the Town will be receiving the new policy soon. Ms. Gokey will work with Ms. Blauvelt on the Substance Abuse Policy. Ms. Gokey has asked the IT people to provide the Board with a summary of what they did in 2011. Ms. Gokey will meet with Mr. Hager to review the applications and she will meet with Ms. Talman on Saturday to discuss the revaluation.

Council Member Gokey said that legislation has passed in reference to Open Meetings and having information ready in advance for the public. Ms. Gokey said that the IT people will be instructing department heads how to put the information on the website and it will also be available with the Town Clerk.

Supervisor Livsey said that, while it is nice to have the information early, the people who pass these laws do not think about the funding.

## TOWN BOARD

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### Supervisor's Report:

Supervisor Livsey reported that the Settlement Master sent a letter requesting a meeting. The Supervisor said that there will be a special Town Board meeting, with the Settlement Master, on Friday, January 13 at 2pm to discuss the next step in the water project. The Supervisor said that he doesn't prefer to discuss this in executive session, but if it is necessary, he will do it.

Mr. Rider stated that it is the Supervisor's prerogative to have an executive session and he will advise if one is really necessary.

### UNFINISHED BUSINESS

Supervisor Livsey asked the Board if they had any unfinished business they would like to discuss.

Council Member Edsall said there were some things, but nothing that was time sensitive. Mr. Edsall said he had provided a list to the Board.

### GENERAL BUSINESS

#### Clerk:

Supervisor Livsey said that Lisa Borra has passed her Civil Service test and he would like the Board to appoint her to a clerk's position and allow her to work up to 29 hours.

Council Member Gokey made a motion seconded by Council Member Stradley to appoint Lisa Borra as Clerk at a salary according to the Salary Schedule.

**MOTION CARRIED: 5-eyes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

#### Fire Department:

Supervisor Livsey has a request from the Fort Montgomery Fire Dept to be allowed to hold an ice skating party for all Town residents at Garrison's Pond sometime during the winter. The letter further states that a certificate of insurance will be provided to the Town prior to the party.

Council Member Gokey made a motion seconded by Council Member Stradley to authorize the Fort Montgomery Fire Department to hold an ice skating party at Garrison's Pond.

**MOTION CARRIED: 5-eyes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

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### Court Room Door:

Supervisor Livsey said that a locksmith will be coming on Monday to install a lock on the court room door so it can be secured a couple of hours before court is held.

### Ethics Forms:

Supervisor Livsey said the Town Clerk has distributed the Ethics forms to all employees and everyone needs to complete and return them as soon as possible.

### Ambulance:

Council Member Gunza said that Capt. Stroppel had previously asked for an additional 4 hours a day for the paid EMT's to cover more of the day. Ms. Gunza said the maximum cost to the Town would be \$18,000 for the year.

Council Member Gunza made a motion seconded by Council Member Stradley to extend the paid EMT's hours by 4 hours per day.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)  
0-nays**

Ms. Blauvelt said there is \$20,000 in a reserve fund to cover the Recreation programs.

### PUBLIC COMMENT

Inga Quaintance welcomed the new Board and offered her assistance.

Supervisor Livsey said he will contact her to set up a time to meet.

Ms. Quaintance implored the Board to include Mr. Squicciarini in the water project.

Mervin Livsey, Jr. welcomed the new Board members and offered his help.

Joe McCormick offered his services as a Village Trustee.

Supervisor Livsey invited Mr. McCormick to the water meeting on Friday.

Greg Maher said he was unable to get on the Town's website.

Supervisor Livsey said there should be a list of all the officers with their phone numbers and e-mails on the website.

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Greg Maher asked if the people in Water District #1 have to pay administrative fees.

Mr. Rider said that all districts should be paying for services received.

Supervisor Livsey informed everyone that if they are not comfortable speaking at the microphone they do not have to.

Victor Crapanzano said he is aware that 3 Board members have refused the raise and he was wondering about the other 2 members.

Supervisor Livsey explained that he and Council Member Gunza promised to put the raises to a public vote as soon as possible, but a Special Election would cost the Town \$7,000 and by him not taking the raise, money will be saved and he will bring it up at the November General Election.

Annie Scott welcomed the new Board and said she looked forward to coming to the meetings.

## **ADJOURN**

Council Member Edsall made a motion seconded by Council Member Stradley to adjourn the meeting. Meeting adjourned at 8:05pm.

**MOTION CARRIED: 5-ayes (Livsey, Gokey, Edsall, Stradley, Gunza)**  
**0-nays**

Attest,

RESOLUTION  
OF  
JANUARY 9, 2012

A RESOLUTION TO INTRODUCE AND  
SCHEDULE A PUBLIC HEARING TO RECEIVE  
PUBLIC COMMENTS CONCERNING THE ENACTMENT OF  
A LOCAL LAW AMENDING  
CHAPTER 35 ENTITLED "PROCUREMENT POLICY"  
OF THE CODE OF THE TOWN OF HIGHLANDS

Council Member **Edsall** moved the following resolution which was seconded by Council Member **Stradley**.

BE IT RESOLVED, that INTRODUCTORY LOCAL LAW NO. 1 OF 2012 entitled "A Local Law Amending Chapter 35 entitled 'Procurement Policy' of the Code of the Town of Highlands" be and hereby is introduced before the Town Board of the Town of Highlands in the County of Orange and State of New York, and

BE IT FURTHER RESOLVED that pursuant to Municipal Home Rule Law Section 20, a public hearing shall be held to receive comments concerning the enactment of said Local Law on February 13, 2012 at 7:00 p.m. at the Town Hall located at 254 Main Street, Highland Falls, New York, and

BE IT FURTHER RESOLVED that the Town Clerk give notice of such public hearing specifying the time when and the place where such public hearing will be held by publication and posting in accordance with the Municipal Home Rule Law.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

James Stradley, Councilman voting **Aye**

June Gunza, Councilwoman voting **Aye**

Holly Gokey, Councilwoman voting **Aye**

William Edsall, Councilman voting **Aye**

Bob Livsey, Supervisor voting **Aye**

The foregoing constitutes a true and complete copy of a resolution duly made, seconded and adopted at a meeting of the Town Board, Town of Highlands, on January 9, 2012.

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June Patterson, Town Clerk

RESOLUTION

OF

JANUARY 9, 2012

A RESOLUTION OF THE  
THE TOWN BOARD  
ADOPTING A CAPITAL ASSET POLICY  
FOR THE TOWN OF HIGHLANDS

Council Member **Gokey** moved the following resolution which was seconded by Council Member **Gunza**.

WHEREAS, the Governmental Accounting Standards Board (GASB) is an independent organization that establishes improves standards of accounting and financial reporting for U.S. state and local governments; and

WHEREAS, GASB is recognized by governments, the accounting industry and the financial markets as the guiding source of generally accepted accounting principles (GAAP) for state and local governments; and

WHEREAS, GASB Statement No. 34, entitled “Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments,” requires that local governments depreciate their exhaustible capital assets, including infrastructure; and

WHEREAS, capital assets are tangible and intangible assets that are used in operations and that have initial useful lives that extend beyond a single reporting period. They include land, land improvements, easements, buildings and improvements, equipment, infrastructure and works of art and historical treasures; and

WHEREAS, the Town Board believes it is in the public interest to establish a capital asset policy to manage the treatment of its tangible and intangible assets; and

WHEREAS, the Town Board is responsible for safeguarding the assets of the Town and for compliance with laws and regulations; and

WHEREAS, the adoption of said amendments is a local legislative decision in connection with continuing agency administration and management, and does not include new programs or major reordering of priorities that may affect the environment, and accordingly is a Type II Action under the State Environmental Quality Review Act.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Highlands, Orange County, New York shall adopt the following policy:

“CAPITAL ASSET POLICY

Capital assets include land, improvements to land, buildings, building improvements, vehicles, machinery, equipment, construction in progress and all other tangible and intangible assets that are used in operations and have initial useful lives extending beyond a single reporting period.

A capitalization threshold of \$5,000 is the cost established by the Board that must be met or exceeded if an asset is to be recorded as a capital asset. The capitalization threshold is based on the cost of a single asset. Assets that do not meet the capitalization threshold will be recorded as expenditures or expenses.

In regards to infrastructure, a capitalization threshold of \$25,000 is the cost established by the Board that must be met or exceeded if an asset is to be recorded as a capital asset. The capitalization threshold is based on the cost of a single asset. Assets that do not meet the capitalization threshold will be recorded as expenditures or expenses.

For purposes of property control (insurance, security, etc.), the Chief Fiscal Officer, or other officer so designated, and/or department heads may develop and maintain the appropriate record keeping systems(s) to account for assets which do not meet the capitalization threshold.

Capital assets that meet the minimum capitalization threshold will be recorded at historical cost. The cost of a capital asset includes capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use.

Ancillary charges include costs that are directly attributable to assist acquisition, such as freight and transportation charges, site preparation costs, and professional fees. Donated capital assets will be recorded at their estimated fair value at the time of acquisition, including any ancillary charges. Estimated historical cost may be used in those cases where the actual historical cost is not readily available. Estimated historical cost will be calculated using the current replacement cost of a similar asset and deflating this cost to the acquisition year (or estimated acquisition year) using a price-level index approved by the Chief Fiscal Officer, or other officer so designated.

	<u>Capitalization Threshold</u>	<u>Estimated Useful Life</u>
Building and Improvements	\$ 5,000.00	15 – 50 years
Computer Equipment	5,000.00	5 years
Furniture and Fixtures	5,000.00	2 – 7 years

Machinery and Equipment	5,000.00	5 – 15 years
Miscellaneous Structures	5,000.00	10 – 50 years
Vehicles	5,000.00	5 – 15 years
Roads and Infrastructure	25,000.00	20 - 40 years
Non-building Improvements	25,000.00	15 – 20 years”

BE IT FURTHER RESOLVED that the aforesaid resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

James Stradley, Councilman voting **Aye**

June Gunza, Councilwoman voting **Aye**

Holly Gokey, Councilwoman voting **Aye**

William Edsall, Councilman voting **Nay**

Bob Livsey, Supervisor voting **Aye**

The foregoing constitutes a true and complete copy of a resolution duly made, seconded and adopted at a meeting of the Town Board, Town of Highlands, on January 9, 2012.

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June Patterson, Town Clerk



RESOLUTION  
OF  
JANUARY 9, 2012  
  
A RESOLUTION OF THE  
THE TOWN BOARD  
AMENDING THE EMPLOYEE HANDBOOK  
OF THE TOWN OF HIGHLANDS:  
EXPENSE REIMBURSEMENTS

Council Member **Edsall** moved the following resolution which was seconded by Council Member **Gunza**.

**WHEREAS**, an employee handbook is an effective tool for communicating employment policies and procedures, standards of conduct, pay practices and employee benefits; and

**WHEREAS**, an employee handbook is important in demonstrating the Town of Highlands' compliance with federal and state regulations; and

**WHEREAS**, it is a well established "best practice" that employees should be provided with the necessary information to fully understand the policies, procedures, rules and regulations pertaining to their employment; and

**WHEREAS**, the Town Board of the Town of Highlands adopted a comprehensive Employee Handbook on February 24, 2003 for the purpose of communicating the Town's personnel policies and practices to all employees and elected officials of the Town; and

**WHEREAS**, the Town Board has reviewed its provisions related to Expense Reimbursements; and

**WHEREAS**, upon diligent review, the Town Board has determined that it is in the best interests of the Town to amend the Expense Reimbursement provisions of the Employee Handbook; and

**WHEREAS**, the adoption of said amendments is a local legislative decision in connection with continuing agency administration and management, and does not include new programs or major reordering of priorities that may affect the environment, and accordingly is a Type II Action under the State Environmental Quality Review Act.

**NOW, THEREFORE BE IT RESOLVED,** Section 506 entitled “Expense Reimbursement” of the TOWN OF HIGHLANDS “EMPLOYEE HANDBOOK” is hereby amended as follows:

**1. The Second Subsection of Section 506 entitled “Mileage” is hereby amended to read as follows:**

**“Mileage** – An employee who is directed by the appropriate Department Head or supervisor to use the employee’s own vehicle to conduct Town business will be reimbursed at the mileage rate established by the Town Board at the annual organizational meeting. If public transportation is available and the employee chooses to use his own vehicle, the Town will not reimburse for parking.”

**2. A new Third Subsection of Section 506 entitled “Meals” is hereby added to read as follows:**

**“Meals** – The Town, upon specific authorization, will reimburse employees for meals at specified events up to \$50.00 per day. The employee must submit receipts with a voucher to the comptroller’s office for reimbursement. The Town will not reimburse for alcoholic beverages.”

BE IT FURTHER RESOLVED that the aforesaid resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

James Stradley, Councilman voting **Aye**

June Gunza, Councilwoman voting **Aye**

Holly Gokey, Councilwoman voting **Aye**

William Edsall, Councilman voting **Aye**

Bob Livsey, Supervisor voting **Aye**

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June Patterson, Town Clerk